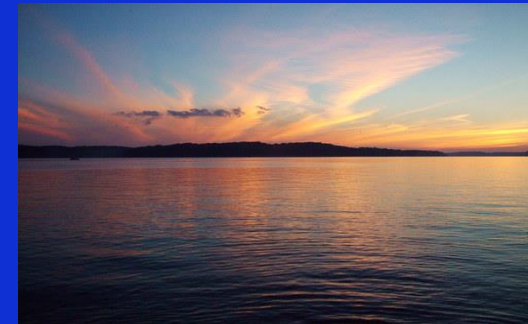


# Newly Elected County Officials Training Workshop



Department for Local Government  
Office of Financial Management & Administration  
Counties Branch  
December 10, 2014

# Meet the Staff

- **Robert Brown- State Local Finance Office/ Branch Manager**
  - KIPDA, Northern Kentucky, Buffalo Trace, FIVCO Area Development Districts.
- **Tom Dobson- Local Government Advisor.**
  - Barren River, Green River, Pennyrite, Purchase Area Development Districts.
- **Cole Childers- Local Government Advisor.**
  - Big Sandy, Cumberland Valley, Kentucky River, and Lake Cumberland Area Development Districts.
- **Karmin Davis- Local Government Advisor.**
  - Blue Grass, Gateway, and Lincoln Trail Area Development Districts.
- **Jamie Mangeot- Local Government Advisor**
  - Area Development Funds
- **Lisa Dale- Local Government Advisor**
  - Local Debt Reporting
- **Scott Sharp- County Officials Training Coordinator.**

# What is DLG?

- Department for Local Government
  - Created to assist all local governments throughout Kentucky
  - Grant and loan assistance
  - Technical assistance and financial management oversight

# How is DLG Structured

- **Commissioner's Office**
  - Commissioner: Tony Wilder
  - Chief of Staff: Russ Salsman
  - Deputy Chief Of Staff: Diane Andrews
- **Office of Financial Management & Administration**
  - Russ Salsman
- **Office of Federal Grants**
  - Executive Director Lynn Littrell



# How is DLG Structured?

- **Office of State Grants**

Russ Salsman

- **Office of Legal Services**

Executive Director : Bobby Russell

- **Office of Field Services**

Executive Director: Jeff Belcher

- **Kentucky Infrastructure Authority**

Executive Director: John Covington

# The Department for Local Government

Tony Wilder - Commissioner  
State Local Debt Officer

Robert O. Brown  
State Local Finance Officer

# Financial Management & Administration (FM&A)

- Establish and administer local government uniform accounting system and reporting requirements.
  - (KRS 46.010, KRS 68.210, KRS 68.220)
- Approve County Budgets and their amendments.
  - (KRS 68.270, KRS 68.280)
- Investigate County financial conditions.
  - (KRS 68.350)
- Provide technical assistance and information to local governments.
  - (KRS 147A.020)
- Conduct training programs for local officials.
  - (KRS 147A.020)

# State Local Debt Officer

- Responsible for monitoring the debt of local municipalities, through either notification or debt hearing
- Publishes an annual report on all local government debt

# DLG OVERSIGHT & RESPONSIBILITIES FOR DEBT

Governmental and Leases/Obligations:

\$200K and Up	Notice	Notice	Notice
\$500K and UP	Approval	Notice	Notice
Short Term Borrowing	Notice	Notice	Notice
Bonds	Approval(KRS 66.310)	Notice	Notice
Detailed Financial Oversight	Extensive (KRS CHP 68)	Less	Less

# Topics

- Those Who Serve the County
- Newly Elected Officials Checklist
- Ordinance, Orders & Resolutions
- Handling Public Funds / Purchasing
- DLG Website
- Pay Day
- County Officials Training Incentive Program

# Materials

- Checklist
- Oaths
- Sample Orders
- County Assignments
- County Budget Workshop Schedule
- Certification of Prior Years of Service
- Training Guidelines

# Those Who Serve The County

**Elected Officials**

**Appointed Officials**

**Deputies and Assistants**

**Employees**



# Those Who Serve The County

## Elected Officials

- County Judge Executive
- Justices of the Peace (Magistrates) & Commissioners
- County Sheriff
- County Clerk
- Coroner
- Jailer
- Property Valuation Administrator
- County Attorney
- Constable

# Elected Officials

- Serve a term
- Receive monthly compensation whether or not they show up for work
  - Do not receive sick/vacation days, compensatory time or overtime
- Can only receive a lump sum expense allowance if specifically allowed by statute

# Elected Officials

- Are subject to indictment or prosecution for misfeasance, malfeasance or willful neglect of duty during their term of office
- In the absence of good cause shown, a member of fiscal court who fails to attend 50% of the regular meetings within a six month period or who fails to attend 2 consecutive meetings shall be charged with neglect of office and upon conviction shall forfeit their office.

# Appointed Officials

- Serve a term
- Are appointed with fiscal court approval
- Salaries are set by the fiscal court
- All county appointed offices are listed in “County Government in Kentucky”

# Appointed Officials

- **County Treasurer**

- Appointed every four years at regular June meeting of fiscal court
- Can be nominated by any member of the fiscal court

- **Road Supervisor**

- Terms can be two or four years, takes office the second Tuesday in January of an odd-numbered year
- Must be nominated by the County Judge Executive
- Must have three years of experience and pass an exam (exam administered by Transportation Cabinet)

# Appointed Officials

- **Dog Warden**

- Per KRS 258.195, each county must have a dog warden and a dog pound. Small counties may establish a regional facility with nearby counties

- **Disaster Emergency Management Director**

- Represents the Judge Executive on all matters pertaining to the Counties emergency management program and the disaster and emergency response of the county

# Deputies and Assistants

- Offices which have deputies and assistants:
  - Judge Executives
  - Jailer
  - Coroner
  - Clerk
  - Sheriff
- The number of deputies and assistants is set by the fiscal court
  - Except deputies and assistants of fee officers (Clerk and Sheriff)
- Serve at the pleasure of the official

# Deputies and Assistants

- Do not require fiscal court approval
- Individual Salaries are set by fiscal court
  - Except deputies and assistants of the clerk and sheriff
- Are subject to state and federal wage and hour laws



# Employees

- Are appointed by the County Judge Executive with the approval of the fiscal court
- Term ends with that of the appointing Judge and Fiscal Court
- Salaries are set by the fiscal court and funded through the county treasury

# Employees

- Can only be removed with the approval of the fiscal court pursuant to the policies adopted by the county in the Administrative Code
- Are subject to state and federal wage and hour laws

# Other Personnel Issues

- Retirement System
- Social Security
- Health Insurance
- All are found in County Government in Kentucky

# Newly Elected Checklist

# Checklist -- Newly Elected County Officials

On or before January 5, 2015:

Execute bond -- before taking office!

Only County Attorneys and Magistrates/Commissioners  
are not required to be bonded

# KRS 67.720

The county judge shall execute a bond for the faithful performance of the duties of his office.

## KRS 67.720 cont.

The bond shall be a minimum of ten thousand dollars (\$10,000) with sureties approved by fiscal court, which shall record the approval of the sureties in its minutes.

## KRS 67.720 cont.

If the fiscal court does not approve sureties under this section within thirty (30) days after the county judge/exec. has taken office, the Circuit Judge shall approve the sureties.



## KRS 67.720 cont.

Premiums on the bond of the county judge/executive shall be paid from county funds appropriated by the fiscal court. The fiscal court shall file a record of the bond with the county clerk.

# KRS 62.990(1)(2)

- (1) ...shall be fined not less than five hundred (500) nor more than one thousand dollars (\$1,000).
- (2) ...office shall be considered **vacant** and he shall not be eligible for the same office for two (2) years.

## On or before January 5, 2015:

- Take oath(s) of office -- before assuming duties
- Meet with county treasurer regarding county budget
- Obtain and review most recent inventory listing of county property

## On or before January 5, 2015:

- Review personnel situation and carefully contemplate planned action.
- Obtain copy of order pursuant to **KRS 64.530** regarding office staff
- Make arrangements/advertise for special fiscal court meeting as soon as possible for purpose of appointing county employees, and approving sureties

# On January 5, 2015

- Have deputies sworn in
- Arrange for new signature cards at bank(s) if needed
- Redo security agreements if needed
- Redo authorized signature forms where applicable, for grants

# At The First Fiscal Court Meeting:

- If not already approved, fiscal court votes to approve sureties for bonds of officials as required -- see handout
- Appoint deputies, employees, office staff -- see handout
- With fiscal court approval, judge/exec. appoints county employees -- see handout

# At The First Fiscal Court Meeting:

- Review budgets and financial statements for fee offices
- Approve fee office budgets (by January 15) as a whole or by line item
- Fiscal court authorizes jailer to accept bond release fees (if desired)--KRS 431.5305
- Road supervisor must be appointed by January 13, 2015 for a 2 or 4 year term.-- KRS 179.020

As soon as possible, obtain copies and become familiar with:

- Budget and amendment ordinances, transfer orders
- Most recent quarterly report, including liabilities section
- Treasurer's monthly report to fiscal court
- 6/30/14 quarterly report.



As soon as possible, obtain copies and  
become familiar with:

- County Administrative Code--**KRS 68.005**
  - General Administration
  - Personnel policies
  - Purchasing policies
  - Administration of county fiscal affairs
  - Delivery of county services

As soon as possible, obtain copies and become familiar with:

- Purchasing policies
- Bid requirements, statutory and local (state price contracts)
- Open meetings law and policy
- Open records law and local policies
- Fiscal court procedures and meetings

As soon as possible, obtain copies and become familiar with:

- Ethics code
- County road plan
- Jailer's report on condition of jail to fiscal court
- Standing orders
- Dealing with emergencies--KRS 39B.070

As soon as possible, obtain copies and become familiar with:

- State Local Finance Officer Policy Manual
- LRC Information Bulletin No. 114 Duties of Elected County Officials
- LRC Informational Bulletin No. 115 County Government in Kentucky
- Kentucky Local Debt Report (Available on-line)

# As soon as possible, obtain copies and become familiar with:

- Most recent audits of county offices
- Investment policy
- Policies of public/municipal properties corporation
- List of county revenue bonds—who is using the county as a conduit
- Listing of county leased/versus owned properties
- List of any ongoing grants, their restrictions and the county's responsibilities

As soon as possible, obtain copies and become familiar with:

- List of standing committees and boards that you serve on or to which you make appointments
- Records retention schedule from the Dept of Libraries and Archives (<http://kdla.ky.gov>)
- List of items routinely put out to bid and due dates

As soon as possible, obtain copies and become familiar with:

- Insurance policy due dates
- CDL drug testing policy (who administers, who processes samples)
- Leases with the Administrative Office of the Courts
- List of Special Purpose Government Entities (SPGE)

# Ordinances, Orders & Resolutions



# Ordinance

- A written act
- General and lasting in nature
- Enforceable in the county
- Appropriation of money
- No substitute if ordinance is required
- Introduced in writing
- Can only relate to one subject

# Ordinance

- Has a specific format -- **KRS 67.076**
  - Title
  - Enacting Clause
- Requires two readings
  - Title and summary if desired
  - Can amend between readings

# Ordinance

- Publication required -- **KRS 424.130**
  - 7 to 21 days prior to adoption
  - May publish in summary
  - Second reading information
  - Availability of full text to public
- Continuance
  - If announced at meeting no additional advertisement is required

# Ordinance

- Must publish after passage
  - Within 30 days
  - May be in full or summary
  - If in summary, availability of full text to public

# Ordinance

- Other points to remember:
  - Requires majority of fiscal court to pass an ordinance
  - No meeting unless all members are notified
  - All ordinances shall state an effective date
  - Emergencies

# Ordinance

Some items requiring an ordinance:

- Budget
- Budget Amendment
- Insurance premiums tax
- Occupational License Fee
- Bank franchise tax
- Inter-local agreements
- Administrative Code

# Orders and Resolutions

- Official actions not requiring an ordinance may be taken by resolution or order – **KRS 67.076**
  - Passage requires a majority of the quorum of fiscal court
  - Are not lasting in nature
  - Do not require publication
  - Do not require a first and second reading

# Fiscal Court Actions

- Records of the fiscal court (KRS 67.100)
  - Fiscal Court is the court of record
  - Minutes of previous meeting are submitted for approval at the next meeting
  - All official actions are made part of the permanent record



# Handling Public Funds

# Handling Public Funds

- All accounting systems must comply with the cash basis of accounting.
- Pre-numbered three-part receipt form should be issued for all receipts. – KRS 64.840
- Bonding of all officials/employees who handle public fund for an amount covering the maximum amount they have in their control at one time.
- Daily deposits intact into federally insured banking institution.— KRS 68.210

# Handling Public Funds

- All investments must follow the Investment Policy adopted by the agency. – KRS 66.480
- Personal fund kept separate from public – KRS 64.850
- Monthly bank reconciliation – KRS 68.210
- Disbursements by check only – KRS 68.210
- Advertisements for competitive bids prior to purchases exceeding \$20,000 – KRS 424.260

# Handling Public Funds

- No bonuses, no prepayment for goods or services, and no contributions. – §3
- Annual financial statement prepared and portions of audit published – KRS 424.220
- Books or original entry for receipts and expenditures and/or utilization of daily cash check-out sheets – KRS 68.210
- Notification to the SLDO prior to borrowing money – KRS 65.117

# Handling Public Funds

- Fixed asset documentation (inventory)
- Preparation of an annual budget showing estimated receipts and expenditures – **KRS 68.210**
- Purchase Order System
- Interest Bearing Accounts
- Perfected pledge of securities covering all public funds except direct federal obligations and funds protected by federal insurance.

# Purchasing with County Funds

Complying with state and local requirements

# Bid Law

KRS 424.260

- Items costing over \$20,000
  - Used items
  - Piecemealing!
- Exceptions:
  - Perishable items,
  - Professional services
- Emergencies

# Bid Law

- State price contracts  
[www.eprocurement.ky.gov](http://www.eprocurement.ky.gov)
- Can be more restrictive but not less restrictive than the state requirement
- Check administrative code



# Real Estate

## KRS 67.080

- Purchase of real estate
  - Pay no more than highest appraised value as determined by a KY certified appraiser
    - \$40,000 or less, no appraiser
- Sale of real estate
  - Fiscal court appoint one or more Commissioners to work with Realtor
  - Approval of fiscal court

# KY Model Procurement Code

## KRS 45A.343

- Any local public agency may adopt KRS 45A.345 to 45A.460. No other statutes governing purchasing shall apply to a local public agency upon adoption of these provisions.

# Purchasing

- Follow county purchase order procedures
  - No purchases without an approved purchase order
  - Must have obligated line-item appropriation. Referred to as unencumbered appropriation
  - Must have unobligated cash in the appropriate fund

# Purchasing, Cont.

- Follow county purchase order procedures
- Approved purchase order is entered into the purchase order journal
- Once the invoice is paid the purchase order is “cleared” in the purchase order journal

# Paying The Bills

- County Judge/Executive or designee prepares a claims list from invoices received and presents to the fiscal court
- Fiscal court reviews all claims prior to payment
- A majority vote is required to disallow a claim
- Per KRS 68.300 it is unlawful for fiscal court to allow a claim in excess of budget fund
- KRS 65.140 Prompt Payment Act

# Paying The Bills

- Once the claim is approved, the County Judge/Executive or designee prepares a warrant to pay the claim
- County Judge/Executive or designee signs the warrant and posts to the appropriation ledger
- The county treasurer, after verifying the claim is within the budget appropriation, reviewed by fiscal court and that sufficient funds are available, then co-signs the warrant and posts it to the appropriation ledger and check distribution register



DLG Website

<https://kydlgweb.ky.gov>

- Office of the Commissioner
- Office of Financial Management & Administration
  - Counties, Cities, Special Districts & Debt Reporting
- County Officials Training Program
- Office of State Grants
- Office of Federal Grants
- Kentucky Infrastructure Authority
- Various Additional Pages throughout the Year
  - Local Issues Conference
  - Newly Elected Officials



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OFFICE OF THE GOVERNOR

# DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY

## Welcome to the Department for Local Government

The Department for Local Government (DLG), under the Office of the Governor, provides financial help in the way of grant and loan assistance, as well as advising local governments in matters of budget, personnel and other issues relevant to those entities.

### Department for Local Government & Ky Energy Services Coalition Receive Energy Leadership Award



LEXINGTON, Ky. (Oct. 8, 2014) – Kentucky Energy and Environment Cabinet Secretary Len Peters today presented Energy Leadership Awards to Harry Carver and the Department for Local Government, and John Boyd and the Energy Services Coalition, during the 38th Governor's Conference on Energy and the Environment. The awards recognize leaders from public and private sectors who have made outstand...[\(MORE\)](#)



#### Contact Information

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1024 Capital Center  
Drive, Suite 340  
Frankfort, KY 40601

**Phone**

(502) 573-2382

**Toll Free**

(800) 346-5606

**TDD**

(800) 648-6056

**FAX**

(502) 573-2939

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## DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY



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OFFICE OF THE GOVERNOR

## DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY

## County Home

Search information regarding Kentucky's counties by clicking [HERE](#).

## 2014-2015 Budget Preparation Information

2014 CPI 1.5016%

Truck License Fee Estimate \$204,285.00

2014 Training Incentive Values

Step 1 \$977.43

Step 2 \$1,954.86

Step 3 \$2,932.29

Step 4 \$3,909.72

Social Security Match 7.65%

Retirement Match

Non-Hazardous 17.67%

Hazardous 34.31%



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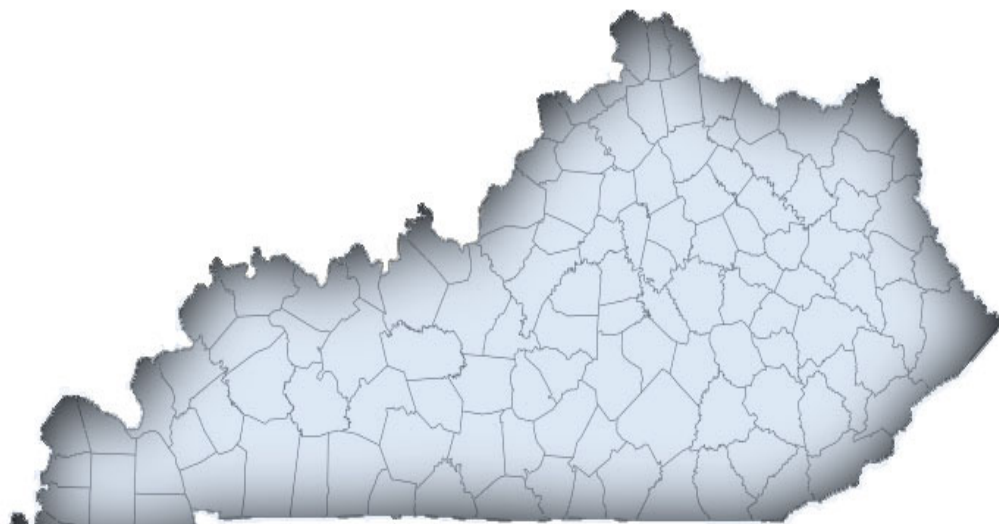
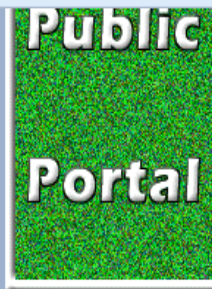
Energy Efficiency &  
ConservationCounty Officials  
Training Program**Important  
Announcement****COUNTY REPORTS**

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RUN

**UPLOADS**[Uniform Financial Information Reports \(UFIRs\)](#)**FEE OFFICES**[Clerk Quarterly Report Check Sheet](#) (.PDF - 12 KB)[County Clerk Budget and Quarterly Financial Form](#) (.XLS - 102 KB)[Fee Office Budget Checklist](#) (.PDF - 12 KB)[Maximum Amount for Deputies and Assistants](#) (.PDF - 44 KB)[Sheriff Budget and Quarterly Financial Form](#) (.XLS - 236 KB)[Sheriff Quarterly Report Check Sheet](#) (.PDF - 12 KB)**DOWNLOADS**[65%-35% Calculation Sheet](#) (.XLS - 17 KB)[65%-35% KRS 68.310](#) (.PDF - 131 KB)[65%-35% Presentation](#) (.PDF - 211 KB)[Budget & Policy Manual](#) (.PDF - 636 KB)[Certification - Years of Service](#) (.PDF - 24 KB)[County Budget Check Sheet](#) (.XLS - 28 KB)[County Government in Kentucky](#) (.PDF - 613 KB)[County Jail Fund Spreadsheet](#) (.XLS - 527 KB)[County Quarterly Financial Statement Form](#) (.XLS - 1534 KB)[County Staff Assignments Map](#) (.JPG - 1682 KB)[Direct Deposit Form - LGCAF](#) (.PDF - 45 KB)[Direct Deposit Form - Road Aid](#) (.PDF - 34 KB)[DLGXL6](#) (.XLS - 1599 KB)[Duties of Elected County Officials](#) (.PDF - 672 KB)[Federal Expenditures Worksheet](#) (.XLS - 35 KB)[Jail Budget Worksheet](#) (.XLS - 66 KB)[Personal Prop. Tax Rate Calculation Worksheet](#) (.XLS - 28 KB)



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OFFICE OF THE GOVERNOR

## DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY

## Debt Reporting Home Page

## Debt Reporting

Kentucky state law requires local governments to report in writing to the State Local Debt Officer, who resides in the Department for Local Government, before entering into debt in any form. The required notification must contain information outlined in the Notification of Intent to Finance form. For more detailed information see below.

[Notification of Intent to Finance](#)

## Bonds

Without first notifying the State Local Debt Officer in writing, no bonds or obligations may be issued by or on behalf of any issuer except as provided by KRS 65.940 to 65.956. ([See KRS Chapter 065.00 - Sections .940 to .956 Government Leasing Act](#)) Bond notification shall contain the maturity schedule, interest rate, date of issue, purpose, and paying agent. Please see the Notification of Intent to Finance form for the specific information requirements.

When notification is NOT needed:

- 1) All bond issues by school districts or on behalf of school districts such as, school revenue bonds issued by counties or cities acting on behalf of school districts
- 2) All bond issues of the following state agencies: State Property and Building Commission, State Universities and Colleges, Kentucky Turnpike Authority

All Obligated County Bonds exceeding \$500,000 must be approved by the

## Hearing Information

[Hearing Process](#)[KRS Chapter 13B  
\(Administrative Hearings\)](#)

## Kentucky Local Debt Report

The Department for Local Government is vitally concerned with improving the fiscal management capabilities of local units of government in Kentucky. The Kentucky Local Debt Report is designed to assist local officials in long-range financial management because it shows the debt levels for each unit of local government. The report also provides data for investment bankers and



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[DIRECTIONS](#)

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[Endow Kentucky](#)[Energy Efficiency & Conservation](#)[County Officials Training Program](#)**Important Announcement**

**All Obligated County Bonds exceeding \$500,000 must be approved by the State Local Debt Officer prior to issuance. State Local Debt Officer approval is subject to the KRS 13B hearing process.**

To notify the State Local Debt Officer of a bond issue please use the [Notification of Intent to Finance](#) form.

### Leases

Without first notifying the State Local Debt Officer in writing, no lease may be entered into if the lease price exceeds two hundred thousand dollars (\$200,000) per KRS 65.944. The notification shall contain the terms of the Lease, including the lease price, number of optional renewal periods, interest rate, date of issue, purpose, and trustee or paying agent if any. Please see the Notification of Intent to Finance form for the specific information requirements

\*\* Notification of County Leases that are \$200,000 or less will be accepted by the SLDO, however, no acknowledgement letters will be sent in response.

**All County Leases exceeding \$500,000 must be approved by the State Local Debt Officer prior to issuance. State Local Debt Officer approval shall be by hearing in accordance with the State Local Finance Officer Policy Manual.**

To notify the State Local Debt Officer of a lease issue please use the [Notification of Intent to Finance](#) form.

### Short Term Borrowing

The Short-term Borrowing Act consists of the statutory sections governing short term loans to state political subdivisions. This Act requires short term loans to be paid off within the same fiscal year (July 1-June 30) as borrowed. Please remember, pursuant to KRS 65.117, should the borrower not notify the State Local Debt Officer in writing of this obligation, the note may not be secure and not an obligation of the political subdivision. Notification to the State Local Debt Officer must occur prior to the loan being finalized and must include all KRS 65.117 required terms.

To notify the State Local Debt Officer of a short term borrowing issue please use the [Notification of Intent to Finance](#) form.

### Downloads

[Debt Report - FY 2009](#) (.PDF - 867 KB)

[Debt Report - FY 2010](#) (.PDF - 681 KB)

[Debt Report - FY 2011](#) (.PDF - 765 KB)

investment bankers and investors, which should make the bonds of local governments more marketable at lower interest rates.

The Kentucky Local Debt Report outlines bonded debt of counties, cities and special districts.

Click below to review the yearly reports (Requires Adobe Acrobat Reader).

[FY 2012](#)

[FY 2011](#)

[FY 2010](#)

[FY 2009](#)

A green textured square with the word "Portal" in white, bold, sans-serif font.



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OFFICE OF THE GOVERNOR

## DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY

## County Officials Training Program

Kentucky's training incentive program for elected county officials began with the enactment of House Bill 810 (KRS 64.5275), effective in January 1999. The program offers county judge-executives, fiscal court members, clerks, sheriffs and jailers an annual financial incentive to participate in continuing training relevant to their official duties.

Training is offered by a variety of agencies, professional associations, and private vendors. DLG enrolls officials in the program, pre-approves training events, records individual attendance for credit, and authorizes incentive payments. Participating officials may earn one incentive for each calendar year in office by providing documentation of 40 hours of approved training.

## Reports and Forms

Below are reports and forms that officials participating in the County Elected Officials Training Program will utilize. To view the corresponding report or forms click the heading of each section.

[County Elected Officials Training Program Participation Form](#) (Adobe 125 KB)

Elected or appointed officials who wish to participate in the County Elected Officials Training Program will need to complete and submit the County Elected Officials Training Program Participation Form before they will be included in the program. Newly elected or appointed officials who wish to participate in the County officials training program will need to complete this form and submit it to our office in order to be enrolled in the training incentive program.

[Individual Training Records](#)

## Contact Information Form

## Note to County

## Treasurers:

Please fill out the [Newly Elected Officials Form](#) and submit to DLG by emailing to [Cassandra.Stallard@ky.gov](mailto:Cassandra.Stallard@ky.gov) or faxing to (502) 573-3712. This form helps DLG maintain up-to-date contact information for local officials.

[Individual Training Records](#)

By clicking the link above, Treasurers may view their individual training record online by entering their name or county.

Important:  
Incentive Notice

Under the capover



## Contact Information

Department for Local  
Government  
1024 Capital Center  
Drive, Suite 340  
Frankfort, KY 40601

## Phone

(502) 573-2382

## Toll Free

(800) 346-5606

## TDD

(800) 648-6056

## FAX

(502) 573-2939

[DIRECTIONS](#)

SPGE  
Public

“Pay Day”





# Elected Officials Salaries

- County Judge/Executive
- County Clerk
- Sheriff
- Jailer – Operating a full service jail

KRS 64.5275 – Salary Schedule

**SCHEDULE II**  
**Maximum Salary Authorizations - 2014**  
County Judge/Executives, County Clerks, Sheriffs, and  
Jailers operating full service jails  
In accordance with HB 810 (1998): Sec 246 Kentucky Constitution;  
and KRS CH. 64.5275

Population Group	Step 1	Step 2	Step 3	Step 4
0-4,999	\$ 64,531.18	\$ 66,428.67	\$ 68,442.18	\$ 70,397.66
5,000-9,999	\$ 70,397.66	\$ 72,353.14	\$ 74,308.63	\$ 76,264.12
10,000-19,999	\$ 76,264.12	\$ 78,219.61	\$ 80,175.10	\$ 82,130.59
20,000-29,999	\$ 79,197.35	\$ 82,130.59	\$ 86,063.82	\$ 87,987.06
30,000-44,999	\$ 85,063.82	\$ 87,987.06	\$ 90,830.29	\$ 93,863.53
45,000-59,999	\$ 87,987.06	\$ 91,903.04	\$ 95,818.02	\$ 99,730.00
60,000-89,999	\$ 93,863.53	\$ 97,774.51	\$ 101,685.49	\$ 105,590.47
90,000-199,999	\$ 99,730.76	\$ 101,685.49	\$ 106,674.22	\$ 111,462.94
200,000-up	\$ 102,663.24	\$ 107,551.96	\$ 112,440.68	\$ 117,329.41

Schedule prepared by Department for Local Government, January 2014  
population est by U. S. Census of the Census, July 2009 (per KRS 64.5275)

Read across row of applicable population ('09 pop est) group to identify your salary as follows:

- If you have no previous experience in your currently occupied office, your salary is found in the column labeled "step 1".
- If you have been certified to have one (1) full year of service in your currently occupied office, your salary is found in the column labeled "step 2".
- If you have been certified to have two (2) full years of service in your currently occupied office, your salary is found in the column labeled "step 3".
- If you have been certified to have three (3) or more full years of service in your currently occupied office, your salary is found in the column labeled "step 4".

# Compensation/Monthly

KRS 64.535

The county judge/executive, clerk, sheriff and jailer who operates a full service jail shall each receive a monthly salary of one-twelfth (1/12) of the amount indicated by the salary schedule.

# Elected Officials Salaries

- Magistrates/Commissioners
  - By the first Monday in May in the year official is elected.
- Jailer – Does not operate full service jail
  - **KRS 441.245**
    - January 1999 - \$20,000 minimum
    - Salary can be set at a higher level if salary does not exceed the constitutional salary limit applicable to jailers.

# Elected Officials Salaries

- County Attorney
  - Prosecutorial duties
  - CPI
- Coroner
  - Compensation set by fiscal court based upon population and depending upon level of training
  - **KRS 64.185**
- Constable
- Other County Officials – **KRS 64.530**

# Elected Officials Salaries

- Fee Officials
  - Clerk
  - Sheriff

**Non-Fee Pooling** – Salary funded through fees.

**Fee-Pooling** – Salary funded through county budget.

# Elected Officials Salaries

- Fee Officials
  - Clerk
  - Sheriff
- Population over **70,000** – Paid through State Treasury. Salary paid according to Salary Schedule.  
*Approximately 12 Counties*
- Population under **70,000** – Salary paid according to Salary Schedule

# Funding For Salaries

- Depends upon:
  1. Office
  2. County's Population
  3. Budget
  4. Other Factors
- Majority of elected official's salaries are paid through the county via the county treasurer.



# Expense Allowance For Elected Officials

## **KRS 64.710**

Expense accounts and contingent funds prohibited –  
Exceptions....

# Expense Allowance For Elected Officials

- **County Judge/Executive**
- For performing his/her duties in the administration of the local county road program.
  - Paid \$900 per quarter.
  - Total \$3,600
- Contact: Michelle Barnes, Division of Accounts Payroll Branch: 502-564-4610

# Expense Allowance For Elected Officials

- **Fiscal Court (Magistrates and Commissioners)**
  - For serving on committees of the fiscal court.
  - It is not mandatory, it must be set by fiscal court.
  - No more than \$3,600 annually or \$300 per month.
  - Paid by county

# Expense Allowance For Elected Officials

- County Clerk
- Maximum \$3,600 annually
- Population less than 75,000
  - Paid \$300/month
- Population more than 75,000
  - Paid \$150/semi
- Paid from clerk's fees.

# Expense Allowance For Elected Officials

- Sheriff

- Maximum \$3,600 annually
- Paid \$300/month
- Paid by State Treasury through the Finance Cabinet
- Contact: J.W Bryant, Division of Local Government Services County Fees Branch – 502-564-6931

# Expense Allowance For Elected Officials

- **Jailer**
  - For completing a jail staff training program
  - \$300/month
  - Paid by State Treasury through the Justice Cabinet
  - Contact: Ashley Thomas – 502-564-4636

# Expense Allowance For Elected Officials

- **County Attorney**

- For his/her performance of official duties for the Commonwealth.
- Paid \$500/month
- Paid by State Treasury through the Attorney General's Office
- Contact: Gina Carey, Prosecutor's Advisory Council – 502-696-5500

# Consumer Price Index

## CPI

- **Definition:** A tool used to measure change within the purchasing power of the dollar.
- **DLG's Role:**
  1. We compute by the 2<sup>nd</sup> Friday in February.
  2. Notify all appropriate governing bodies of CPI change.
  3. Governing bodies may adjust salaries based upon CPI.
  4. Adjusted salary for elected officials may not be greater than calculated CPI adjustment prescribed by DLG.



# Additional Compensation

## House Bill 810/Training

- County Judge/Executive
- Magistrates/Commissioners
- County Clerk
- Sheriff
- Jailers

# County Officials Training Incentive Program

Presented To:  
Newly Elected Officials  
December 10, 2014

By :  
Scott Sharp

# County Officials Training Incentive Program

- Created by the 1998 Kentucky General Assembly with the passage of HB 810.
- Challenged and upheld by the Kentucky Supreme Court.
- Implemented in January 1999.

# Things You Should Know About The Training Incentive Program

- Commonly referred to by many officials as the HB 810 Training Program.
- Authorizing Statue for the program is KRS: 64.5275 (6)
- Administrative Regulations governing the program are: 109 KAR 2:020

# KRS 64.5275 (6)

In addition to the step increases based on service in office, each officer shall be paid an annual incentive of one hundred dollars (\$100) per calendar year for each forty (40) hour training unit successfully completed, based on continuing service in that office and, except as provided in this subsection, completion of at least forty (40) hours of approved training in each subsequent calendar year. If an officer fails, without good cause as determined by the commissioner of the Department for Local Government, to obtain the minimum amount of approved training in any year, the officer shall lose all training incentives previously accumulated. Each training unit shall be approved and certified by the Department for Local Government. No officer shall receive more than one (1) training unit per calendar year nor more than four (4) incentive payments per calendar year. Each officer shall be allowed to carry forward up to forty (40) hours of training credit into the following calendar year for the purpose of satisfying the minimum amount of training for that year. Each annual incentive payment shall be adjusted by the Department for Local Government on an annual basis for any increase or decrease in the consumer price index in the same manner as salaries are adjusted as described in subsection (4) of this section. The Department for Local Government shall promulgate administrative regulations in accordance with KRS Chapter 13A to establish guidelines for the approval and certification of training units.

# Things You Should Know About The Training Incentive Program

Your participation is **VOLUNTARY**

- Officials are not automatically enrolled as participants in the program. When DLG becomes aware of a new official we place them in the training database as a Non-Participant (NP). Until an official indicates to us that they want to participate in the program their status will remain as a Non-Participant till they are no longer serving in office.
- For officials that choose to participate and submit the proper documentation, DLG will enter/change the officials status to participating which is indicated by an (810) beside their name.
- Once an official is out of office for what ever reason (resignation, retirement, or loss of election) their status will be changed to Ex-Official (EX). If the official is later re-elected this record is not reactivated but rather a new record is created.

# Things You Should Know About The Training Incentive Program

Funding for the program is **LOCAL**

- The moneys used to pay the training fringe benefit comes from County funds.
- DLG's role in the payment process is to notify the official of their completion and authorize the County to make the incentive payment.
- There are specific line items in each County's Budget for the officials Training Fringe Benefit. The accounting code for the training incentive should end with -212.



# Participation in the Program

## Who Can Participate:

Members of the Fiscal Court

(Judge Executives, Magistrates or Commissioners)

County Clerks

Sheriffs

&

Jailers





# Participation in the Program

## How to Participate

1. Notify your county's Judge Executive to ensure that funds are budgeted.
2. Complete and submit the County Elected Officials Training Participation Form to DLG.
3. Attend 40 hours of approved training each "Calendar Year".
4. Send documentation of attendance to DLG.



# Participation Form

This PDF document contains forms. The filling of form fields is not supported.

Open With Different Viewer

Page: 1 of 1

Page Fit

Print Form

## County Officials Training Incentive Program Participation Form

Return Forms To:

Department for Local Government

1024 Capital Center Drive Suite 340, Frankfort, KY 40601

Phone: (502)-573-2382

Fax: (502)-573-3712

E-mail: [scott.sharp@ky.gov](mailto:scott.sharp@ky.gov)



### Elected Official's Information

☐ Newly Elected

☐ Appointed

☐ Continuing in Service

**Attention Appointed Officials: You should attach a copy of your appointment letter when submitting this form.**

Name: ☐ Mr. ☐ Ms. First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Officials County: \_\_\_\_\_ Phone: \_\_\_\_\_

Office Address: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

### Elected Position

(Check the corresponding box & list District if applicable)

☐ Judge Executive

☐ Magistrate-District \_\_\_\_\_

☐ Commissioner - District \_\_\_\_\_

☐ County Clerk

☐ Sheriff

☐ Jailer

First Day Served In Office : \_\_\_\_\_  
(Current Position Term)

**I Choose To Participate In The HB 810 County Elected Officials Training Incentive Program**

**You must "INITIAL" by the appropriate response**

\_\_\_\_\_  
(Initial) **YES**, I choose to participate in the training program

\_\_\_\_\_  
(Initial) **No**, I choose not to participate in the training program

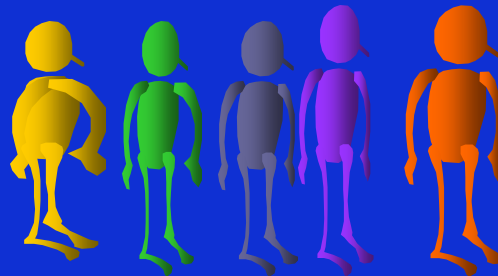
**Certification:** By signing below I certify that the information listed above is correct & accurate and that I am entitled to participate in the County Elected Officials Training Incentive Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# County Policies Regarding Travel & Training Reimbursements

Each county determines its own policies regarding the reimbursement for travel and training expenses. While incentives earned are statutorily mandated county expenses. The cost of travel and tuition related to training are not mandated. Therefore, each county decides what they will fund.



# Obtaining Training

## Training Recommendations:

- Most counties have limited funds available so don't waste your training dollars.
- Officials should vary selections to include conferences as well as traditional classroom settings.
- You need to select training that will benefit you in your role as an elected official!!!

# Approvable Training Topics for Jailers

- Legal / Legislative Issues
- Budget Preparation
- Computer & Software Training
- Human Resources Training:
  - Equal Employment
  - Harassment and Sexual Harassment,
  - Americans with Disabilities Act,
  - Family Medical Leave Act
  - Political Terminations

# Sources for Obtaining Training:

## Associations

- KCJEA (KY County Judge Executive Assoc)
- KMCA (KY Mag. & Comm. Assoc)
- KCCA (KY County Clerks Assoc)
- KSA (KY Sheriffs Assoc)
- KJA (KY Jailers Assoc)

## Government Agencies

- Department for Local Government
- KY Transportation Cabinet
- KY Department of Corrections
- KY Department of Criminal Justice Training

## Local Schools, Universities and Colleges

# Reporting Your Attendance

- Proof of an official's training attendance should be submitted to our office within 60 days of completing the training.
- Always make sure your "Name", "County" and "Office" are legible on your attendance form before submitting it.
- Completion documentation can be submitted by the official or the training provider by mail, fax or e-mail.
- Keep a copy of your attendance documents for your records.
- Ultimately it is the responsibility of the official to make sure their attendance information has been turned into DLG.



# Acceptable Forms of Attendance Documentation

When attending a training event your proof of attendance should be submitted in the same document form as all the other officials.

Some of the acceptable forms are:

1. Sign-in Sheets
2. Attendance Logs/Reports
3. Individual Certificates
4. Individual Proof of Attendance Forms



# How “Not” To Fill Out A POA Form

## Pay Attention To The Instructions!!!

### 2012 Governor's Local Issues Conference Proof of Attendance Form

Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601, Phone: (800) - 346-2382, Fax: (502) - 573-3712

Date:	August 15-17, 2012	Location:	Galt House Louisville, Kentucky
-------	--------------------	-----------	---------------------------------

Wednesday August 15th									
Time	Session	Speaker	Hrs	Initial	Time	Session	Speaker	Hrs.	Initial
1:15 - 1:30	Guest Speaker	Lt. Gov. Jerry Abramson	.25	ACO	2:00 - 2:15	Guest Speaker	Fred Abousleman - NARC	.25	ACO
1:30 - 2:00	Guest Speaker	Nick Clooney - Journalist & Author	.5	ACO					

#### Workshop Blocks (Initial 1 Session Per Time Block)

2:30 - 3:30 (select only one)			Initial	3:45 - 4:45 (select only one, no repeats)			Initial
	Jails Update		ACO				ACO
	Are You Ready for the Big One		ACO		Are You Ready for the Big One		ACO
	Social Media in the Workplace		ACO		Alcoholic Beverage Laws: Local Option Elections, Licensing & Enforcement		ACO
	Cutting Red Tape for Jobs & Economic Growth		ACO		Tax Rates 101		ACO
	Solid Waste Issues and Funding		ACO		DOI: Assisting Local Governments / HBC Overview		ACO
	Changing Face of KY: Diversity, Longevity, Economy, Taxes & Future		ACO		Reviving KY Econ. Through Ag: Community Way Tourism Signage Prgrm		ACO
	Rebuilding a Community and Making it Sustainable		ACO				ACO

#### Thursday August 16th

#### Workshop Blocks (Initial 1 Session Per Time Block)

8:30 - 9:30 (select only one)			Initial	9:45 - 10:45 (select only one)			Initial	11:00 - 12:00 (select only one)			Initial
	How To Write A News Release		ACO		Fed Fund Panel: US EDA, & USDA RD		ACO		Fed. Fund Panel: ARC, CDBG & others		ACO
	Coal Severance: HB 265 Line Items		ACO		KIA Today		ACO		NIMS State & Local Overview		ACO
	Effective Office Mgt & Seg. of Duties		ACO		Paperwork Trail of Natural Disaster		ACO		AOC: Audits & Reimbursement Process		ACO
	Best Practices		ACO		Special Districts		ACO		KY Legal Issues		ACO
	Fin. Facility Improve with Engy Savings		ACO		Dept. of Rural & Municipal Aid		ACO		Updates from the AG's Office		ACO
	Workforce Wellness		ACO		Comm. Foundations & Comm. Dev.		ACO		Seize the Local Food Movement		ACO
	ADA: Employment & Accommodation Issues		ACO		Office of State Grants		ACO				

Time	Session	Speaker	Hrs.	Initial
12:00 - 1:30	Luncheon Speaker	Governor Steve Beshear	.5	ACO

2:00 - 3:00 (select only one, no repeat)			Initial	3:15 - 4:15 (select only one)			Initial
	KIA Today		ACO		ED Tools for Your Community's Small Business		ACO
	KY Legal Issues		ACO		Broadband in KY		ACO
	Writing Grant & Loan Applications		ACO		Mining for State Grants		ACO
	How to Get Rid of Your Auditor Quicker		ACO		Streamlining the Process of Flood Recovery		ACO
	KY Film Office Updates		ACO		KY Dept of Rev. Working with and for Local Govt.		ACO
	Better With Age		ACO		The Community Early Childhood Councils		ACO
					Federal Funding Round Table		ACO

Friday August 17th									
Time	Session	Speakers	Hrs.	Initial	Time	Session	Speakers	Hrs.	Initial
8:30 - 9:00	Guest Speaker	Al Cross, Institute for Rural Journalism & Community Issues	.5	ACO					
9:00 - 9:30	Guest Speaker	Colonel Bruce Jenkins, Fort Knox	.5	ACO					

\*\*\* Notice to all County Officials, This Document is Subject to Open Records Request. \*\*\*

**Certification:** By signing below I certify that I attended the training event described above and that I'm entitled to claim credit for the duration of time listed in each session in compliance with KRS 64.5275 (6)

Print Name: A. County Official  
County: Some County

Office: Magistrate  
Signature: A. County Official

DLG Use Only.

0  
conflicting  
sessions

# How “Not” To Fill Out A POA Form

## If I have to assume. No Credit Will Be Recorded !!!

### County Elected Officials Training Incentive Program

#### Proof of Attendance Form

Return Forms To:

#### Department for Local Government

1024 Capital Center Drive, Suite 340, Frankfort, KY 40601  
Phone: (800) - 346 - 5606 Fax: (502) - 573 - 3712



<b>Sponsor:</b>	KY Association of Counties	<b>Training Title:</b>	2011 KACo Conference
<b>Date:</b>	October 26 - 28, 2011	<b>Location:</b>	Galt House, Louisville, KY

The Department for Local Government has approved this training event for a possible total of **11** training hours for the County Officials Training Incentive Program. Officials, to receive training credit you must initial each session attended.

#### Wednesday, October 26th

Sessions	Hrs	Initials	Sessions	Hrs	Initial
1:00 - 1:15 Opening Remarks	.25	ACO	2:30 - 3:00 Attorney General Jack Conway	.5	ACO
1:15 - 1:45 Keynote Address: Governor Steve Beshear	.5		3:00 - 3:30 Main Street Economics - Don McNay	.5	
1:45 - 2:00 News and Views from DLG - Comm. Tony Wilder	.25		3:30 - 3:45 Doing More With Less - KY St. Treas. Todd Hollenbach	.25	
2:00 - 2:30 2012 Legislative Issues - Spkr of the House Greg Stumbo	.5		3:45 - 4:00 Impact of EPA Regulations on KY Electric & Coal Ind.	.25	

#### Thursday, October 27th

Session	Hrs	Initials	Session	Hrs	Initial
9:00 - 9:30 A New KY - Gatewood Galbraith	.5	✓	11:00 - 11:30 KY Future Can We Compete - Sen. Pres. David Williams	.5	✓
9:30 - 10:30 Update on Co Electrical Inspections & Licensure Programs	1	✓	11:30 - 12:00 CoLT - It's Rebate Time - Grant Satterly	.5	✓
10:30 - 11:00 KACo Insurance Program Update - Mark Miller	.5	✓			

#### Roundtable Sessions

Officials can only attend four of the six Roundtable Sessions

Hr	Initial	Hr	Initial
2:00 - 4:00 Updates from DLG	.5 ✓	2:00 - 4:00 Rural & Municipal Aid - KY Transportation Cabinet	.5 ✓
5 yr SWMP & Grant Prgrm - KY Div. of Waste Mgt.	.5 ✓	Optimizing Your Procurement Process using the Internet	.5 ✓
KY's Unwanted Horse - KY Horse Council	.5 ✓	Know Your Sign Retroreflectivity & Sfty Circuit Rider Pgrm.	.5 ✓

#### Friday October 28

Session	Hr	Initial	Session	Hr	Initial
9:00 - 10:00 KY Politics - "Media Panel"	1	1	11:00 - 11:45 Coal in Kentucky's Future - Mark Porta	.75	.75
10:00 - 11:00 The Urge to Merge - Panel	1	1	11:45 - 12:00 KACo Update - Exec. Dir. Denny Nunnolley	.25	.25

**\*\*\*\*\* Notice to All County Officials, This Document is Subject to Open Records Request \*\*\*\*\***

**Certification:** By signing below I certify that I attended the training event described above and that I'm entitled to claim credit for the duration of time listed in each initialed session in compliance with KRS 64.5275 (6)

Print Name: A. County Official  
Office: Judge Executive

County: Some County  
Signature: A. County Official



# How To Fill Out a POA Correctly

## 2012 Governor's Local Issues Conference Proof of Attendance Form

Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601, Phone: (800) - 346-2382, Fax: (502) - 573-3712

Date:	August 15-17, 2012	Location:	Galt House Louisville, Kentucky
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### Wednesday August 15th

Time	Session	Speaker	Hrs	Initial	Time	Session	Speaker	Hrs.	Initial
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1:30 - 2:00	Guest Speaker	Nick Clooney - Journalist & Author	.5	ACO					

### Workshop Blocks (Initial 1 Session Per Time Block)

2:30 - 3:30 (select only one)	Initial	3:45 - 4:45 (select only one, no repeats)	Initial
Jails Update		Jails Update	ACO
Are You Ready for the Big One	ACO	Are You Ready for the Big One	
Social Media in the Workplace		Alcoholic Beverage Laws: Local Option Elections, Licensing & Enforcement	
Cutting Red Tape for Jobs & Economic Growth		Tax Rates 101	
Solid Waste Issues and Funding		DOI: Assisting Local Governments / HBC Overview	
Changing Face of KY: Diversity, Longevity, Economy, Taxes & Future		Reviving KY Econ. Through Ag. Community Way Tourism Signage Prgm	
Rebuilding a Community and Making it Sustainable		Workforce Development Foundations for the Future	

### Thursday August 16th

### Workshop Blocks (Initial 1 Session Per Time Block)

8:30 - 9:30 (select only one)	Initial	9:45 - 10:45 (select only one)	Initial	11:00 - 12:00 (select only one)	Initial
How To Write A News Release		Fed Fund Panel: US EDA, & USDARD		Fed. Fund Panel: ARC, CDBG & others	ACO
Coal Severance: HB 265 Line Items		KIA Today	ACO	NIMS State & Local Overview	
Effective Office Mgt & Seg. of Duties		Paperwork Trail of Natural Disaster		AOC: Audits & Reimbursement Process	
Best Practices		Special Districts		KY Legal Issues	
Fin. Facility Improve with Engy Savings		Dept. of Rural & Municipal Aid		Updates from the AG's Office	
Workforce Wellness		Comm. Foundations & Comm. Dev.		Seize the Local Food Movement	
ADA: Employment & Accommodation Issues	ACO	Office of State Grants			

Time	Session	Speaker	Hrs.	Initial
12:00 - 1:30	Luncheon Speaker	Governor Steve Beshear	.5	ACO

2:00 - 3:00 (select only one, no repeat)	Initial	3:15 - 4:15 (select only one)	Initial
KIA Today		ED Tools for Your Community's Small Business	
KY Legal Issues	ACO	Broadband in KY	ACO
Writing Grant & Loan Applications		Mining for State Grants	
How to Get Rid of Your Auditor Quicker		Stream lining the Process of Flood Recovery	
KY Film Office Updates		KY Dept of Rev. Working with and for Local Govt.	
Better With Age		The Community Early Childhood Councils	
		Federal Funding Round Table	

Scott  
I had to leave at 3:45. I  
had a meeting to attend.  
ACO

### Friday August 17th

Time	Session	Speakers	Hrs.	Initial
8:30 - 9:00	Guest Speaker	Al Cross, Institute for Rural Journalism & Community Issues	.25	ACO
9:00 - 9:30	Guest Speaker	Colonel Bruce Jenkins, Fort Knox	.5	

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**Certification:** By signing below I certify that I attended the training event described above and that I'm entitled to claim credit for the duration of time listed in each session in compliance with KRS 64.5275 (6)

Print Name: A. County Official  
County: Some County

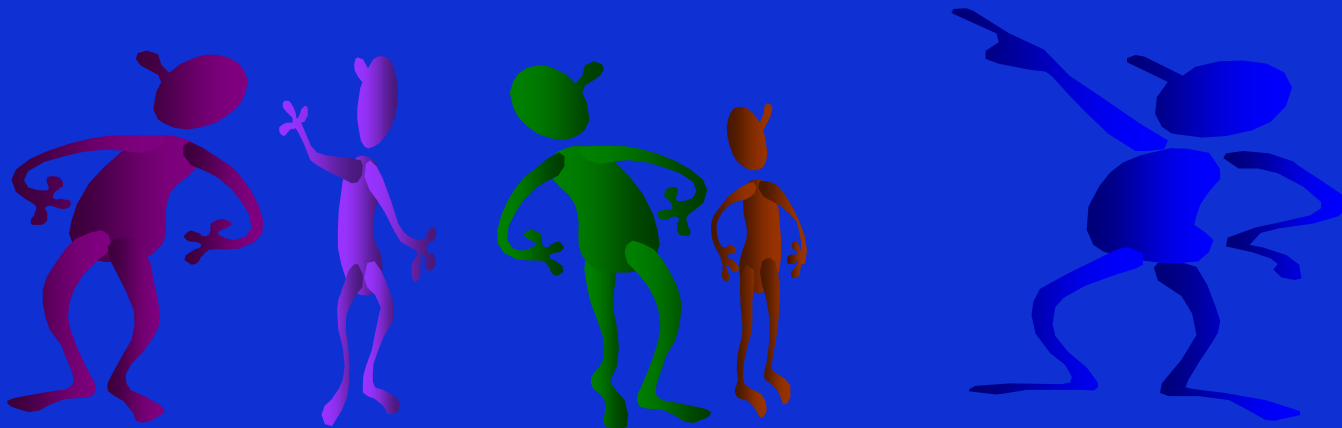
Office: Jailer  
Signature: A. County Official

DLG Use Only.


8.75

# Your Training Record

- Reflects what you have certified that you attended on your Proof of Attendance Forms (POA's). So fill them out accurately!
- Is Subject To Open Records Requests!!! As are all of your Proof of Attendance Forms.



# Why You Should Report Accurately

AOC-025 Rev. 12-01 Page 1 of 1	Doc. Code: RS		Case No. _____
Commonwealth of Kentucky Court of Justice		<b>[X] SUBPOENA</b>	Court <u>CIRCUIT</u>
CR45; RCr 7.02	<b>[X] SUBPOENA DUCES TECUM</b>		County <u>          </u>
			Date <u>December 29, 2008</u>

**COMMONWEALTH OF KENTUCKY** PLAINTIFF  
VS. \_\_\_\_\_ DEFENDANT(S)

The Commonwealth of Kentucky to:

Name Custodian of the Records – Scott Sharp, Director of Training, Governor's Office for Local Government  
Address Office of the Governor, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601

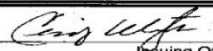
You are commanded to appear before: (Select one of three choices)

☒            CIRCUIT COURT ☐ The Grand Jury of            County  
☐ Other           

You are to appear at:            COUNTY COURTHOUSE  
           KENTUCKY

on the 13<sup>th</sup> day of January, 2009 at 9:00 a.m., Eastern Time.

☒ To testify in behalf of the Commonwealth -  
☒ To produce copies of: (1) each and every letter issued by the Governor's Office for Local Government to the            County Judge Executive            regarding the amount he was required to be paid each year as "an annual training incentive" per KRS 64.5275(6) for the years 2002 to present; (2) each and every letter issued by the Governor's Office for Local Government to the            County Judge Executive and/or the            County Treasurer notifying them of the maximum salary guideline and/or CPI for constitutional officers for the years 1999 to present; and (3) a current printout of the training history for           . Employee number           .  
☐ To give depositions

 _____ Issuing Officer By: _____ D.C.	James M. Crawford Name of Requesting Attorney Phone # (502) 732-5841 fax 732-8303
---	---

This subpoena was served by delivery of a true copy to: Custodian of the Records, Scott Sharp via e-mail

This 29th day of December, 2008. By: Mimi N. Sherrell  
Secretary Title

# Things You Should Know About The Training Incentive Payment

## How Much is an Incentive

The amount of 1 incentive unit is \$100 which adjust annually for changes in the Consumer Price Index (CPI).

2014 CPI: 1.5%

2014 Incentive Value: \$977.43



# How Much Could You Earn?

2014 Incentive Unit Values Are:

1<sup>st</sup> unit = \$ 977.43

2<sup>nd</sup> unit = \$1,954.86

3<sup>rd</sup> unit = \$2,932.29

4<sup>th</sup> unit = \$3,909.72



# How Do I Earn an Incentive?

- An incentive unit is comprised of the completion of 40 hours of approved training.
- One incentive unit can be earned per calendar year by attending training and/or carrying over hours from the previous year.
- Carryover hours are limited to a maximum of 40 hours that can be carried from one year into the next consecutive year.
- The maximum amount of incentive units that an official can accumulate is capped at four units.
- To maintain incentive units that have been consecutively accumulated, an incentive unit must be completed each calendar year.





# When Will I Receive My Incentive Payment?

- Officials are eligible once per calendar year upon completion of their 40 hour training unit.
- DLG will mail notice to the Official, the County Judge Executive, the County Treasurer, and the State Auditors Office.

- Payment is issued from County funds.

## The Incentive Payment:

- ☒ Must be budgeted.
- ☒ Is subject to fiscal court review.
- ☒ Is subject to all withholdings (State & Federal)

- Payment cannot be issued until the authorization letter has been received!!!



# Incentive Payment Process For Fee Officials (County Clerks & Sheriffs)

- County's with a population of less than 70,000

The incentive can be paid from the fee account or by the fiscal court.

- County's with a population of 70,000 or greater

Notice will be mailed to the County Fees Office in the Finance and Administration Cabinet which will then send the payment to the official.



# When Are Incentive Letters Issued

- Officials are eligible to receive their incentive letter once 40 hours of approved training has been recorded to their record.
- DLG periodically runs reports that let us know who has completed the incentive requirement.
- On average DLG issues incentive letters more than once a month. However, there are times when the time period between incentives is greater than one month.
- So far, for calendar year 2014, DLG has issued 758 letters in 18 different incentive letter batches.

# Incentive Letter



## OFFICE OF THE GOVERNOR DEPARTMENT FOR LOCAL GOVERNMENT

Steven L. Beshear  
Governor

1024 Capital Center Drive, Suite 340  
Frankfort, Kentucky 40601  
Phone (502) 573-2382  
Fax (502) 573-2939  
Toll Free (800) 346-5606  
[www.dlg.ky.gov](http://www.dlg.ky.gov)

Tony Wilder  
Commissioner

October 8, 2012

Mr./Ms. County Official  
(Co Name) County Jailer  
123 Yellow Brick Road  
Somewhere, KY 00000

Dear Mr. / Ms. Official:

Congratulations on the completion of your 40 hour training unit for calendar year 2012. Pursuant to KRS 64.5275(6) you are required to be paid an annual incentive per calendar year for each training unit completed up to a maximum of four incentive payments. The value of an incentive payment for 2012 is \$946.89.

Our records show that you have successfully completed 4 unit(s) and are due 4 incentive payment(s) of \$946.89 for a total of \$3,787.56. Please make the disbursing officer aware that incentive payments are not exempt from state or federal withholding requirements.

Enclosed is a summary of your training record to date. If you have questions, please contact me at (800) 346-5606.

Sincerely,

Scott Sharp  
Training Coordinator

CC: State Auditor's Office  
Adair County Judge Executive  
Adair County Treasurer



# Incentive Letter



## OFFICE OF THE GOVERNOR DEPARTMENT FOR LOCAL GOVERNMENT

Steven L. Beshear  
Governor

1024 Capital Center Drive, Suite 340  
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Sincerely,

Scott Sharp  
Training Coordinator

CC: State Auditor's Office  
Adair County Judge Executive  
Adair County Treasurer



# Where Is My Letter?!?!

- Have you turned in 40 hours of approved training to DLG?
- Have you given DLG some time to record the training?  
(usually entered within 2 weeks of receiving)
- Is it the month of June?  
Due to the end of the fiscal year on June 30<sup>th</sup> no incentive letters are issued to aid the counties in closing their books
- Does DLG have your correct contact information?



# Check Your Contact Information. Is It Correct?



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County Officials  
Training Program



**Important  
Announcement**

## OFFICE OF THE GOVERNOR DEPARTMENT FOR LOCAL GOVERNMENT COMMONWEALTH OF KENTUCKY

### Michael Simpson, Participant

**Name:** Michael Simpson  
**Job Title:** Jailer  
**County:** Oldham  
**Address1:** Oldham County Jail  
**Address2:** 102 West Main Street  
**City, State, Zip:** LaGrange, KY 40031  
**Salutation:** Mr.  
**District:**  
**Category:** Participant  
**eMail:** msimpson@oldhamcounty.net  
**Phone:** (502) 222-3500  
**Fax:** 502-222-3510

If this data is incorrect or out of date, please fill out and submit an [Updated Information](#) form (Adobe - 122KB). If there is a training event not listed in the Relevant Upcoming Classes column that you would like to request approval for, please fill out and submit a [Training Approval Request](#) form (Adobe - 154KB). For all other questions, please contact Scott Sharp at [scott.sharp@ky.gov](mailto:scott.sharp@ky.gov) or (800) 346-5606.

To view your training record, click here: [Summary of Training Hours Report](#)

#### Classes Completed

Start Date	Course	
11/12/2014	2014 Health Emergency Preparedness: Ebola	<a href="#">LOOKUP</a>
11/05/2014	Test Course (Administrative)	<a href="#">LOOKUP</a>
09/18/2014	2014 County Jails: State Regulations and Effects on the County Budget	<a href="#">LOOKUP</a>
08/27/2014	2014 Governor's Local Issues Conference	<a href="#">LOOKUP</a>
06/23/2014	2014 KY Jailers Association Jail Improvement Conference	<a href="#">LOOKUP</a>
01/22/2014	Completion of Training Unit for Calendar Year 2014 Recorded (977.43)	<a href="#">LOOKUP</a>
01/06/2014	DLG Administrative Entry (New Year)	<a href="#">LOOKUP</a>
	2013 PREA - Regional Training;	

#### Relevant Upcoming Classes

Start Date	Course	
12/01/2014	2014 New Jailers Training	<a href="#">LOOKUP</a>
12/02/2014	2014 KJA Fall Conference	<a href="#">LOOKUP</a>
12/10/2014	2014 Parliamentary Procedure Session #2	<a href="#">LOOKUP</a>
12/10/2014	2014 Newly Elected Official Training	<a href="#">LOOKUP</a>



#### Contact Information

Department for Local  
Government  
1024 Capital Center  
Drive, Suite 340  
Frankfort, KY 40601

**Phone**  
(502) 573-2382  
**Toll Free**  
(800) 346-5606  
**TDD**  
(800) 648-6056  
**FAX**  
(502) 573-2939

[DIRECTIONS](#)



# Correcting Your Contact Information?

This PDF document contains forms. The filling of form fields is not supported.

Open With Different Viewer

Page: 1 of 1

Page Fit

Print Form

## Elected County Officials Training Incentive Program County Officials Updated Information Form

Return Form To:

Department for Local Government

1024 Capital Center Drive, Suite 340, Frankfort, KY 40601

Phone: (800)-346-5606

Fax: (502)-573-3712

e-mail: [scott.sharp@ky.gov](mailto:scott.sharp@ky.gov)

### Elected Officials Information on Record

Name: ☐ Mr. ☐ Ms. First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

County: \_\_\_\_\_ Office: \_\_\_\_\_

### Reason For Information Change

Check the Appropriate Response and List new information

<input type="checkbox"/> <b>Name Change:</b>	First: _____	Middle: _____	Last: _____
<input type="checkbox"/> <b>Address Change:</b>	Street: _____	PO Box: _____	
	City: _____	Zip Code: _____	
<input type="checkbox"/> <b>Contact Change:</b>	Phone #: _____	E-mail: _____	
	Fax #: _____	Web Site: _____	
<input type="checkbox"/> <b>Position Change:</b>	Date of Appointment: _____	Special Election: _____	Date Election Certified: _____
<b>New Office Held:</b>			
<input type="radio"/> Judge Executive	<input type="radio"/> Magistrate - District # _____	<input type="radio"/> Commissioner	
<input type="radio"/> County Court Clerk	<input type="radio"/> County Sheriff	<input type="radio"/> County Jailer	

**Note: If you have been elected/appointed to a new office you will need to complete a new participation form to participate in the training program.**

By signing below I certify that the information provided is accurate to the best of my knowledge.

Officials Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# How To Access Your Training Page

- Go to the DLG website <http://kydlgweb.ky.gov>.
- Look on the left hand side of the page and you will see a list of links that take you to the different sections of our agency.
- The last one listed is the County Officials Training Program Link.

# How To Access Your Training Page



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Start  
Here



**Important  
Announcement**

OFFICE OF THE GOVERNOR

## DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY

### Welcome to the Department for Local Government

The Department for Local Government (DLG), under the Office of the Governor, provides financial help in the way of grant and loan assistance, as well as advising local governments in matters of budget, personnel and other issues relevant to those entities.

### Community Development Block Grant (CDBG) Survey



The Department for Local Government, Office of Federal Grants, is developing the Five-Year Consolidated Plan for the Community Development Block Grant (CDBG) program and your help is needed. In order to better assess needs and determine funding priorities, your input as local officials,

administrators, and citizens is needed. Please answer the questions in this short survey (below) so that DLG ...[\(MORE\)](#)

#### Site Metrics

LAST 5 FROM	TOTAL HITS	TOP 5 BROWSERS
FRANKFORT, KENTUCKY	534,084	INTERNET EXPLORER, 51%
FRANKFORT, KENTUCKY		CHROME, 15%
ELIZABETHTOWN, KENTUCKY		FIREFOX, 12%
ELIZABETHTOWN, KENTUCKY		MOZILLA, 12%
FRANKFORT, KENTUCKY		SAFARI, 7%



#### Contact Information

Department for Local  
Government  
1024 Capital Center  
Drive, Suite 340  
Frankfort, KY 40601

#### Phone

(502) 573-2382

#### Toll Free

(800) 346-5606

#### TDD

(800) 648-6056

#### FAX

(502) 573-2939

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## County Officials Training Program

Kentucky's training incentive program for elected county officials began with the enactment of House Bill 810 (KRS 64.5275), effective in January 1999. The program offers county judge-executives, fiscal court members, clerks, sheriffs and jailers an annual financial incentive to participate in continuing training relevant to their official duties.

Training is offered by a variety of agencies, professional associations, and private vendors. DLG enrolls officials in the program, pre-approves training events, records individual attendance for credit, and authorizes incentive payments. Participating officials may earn one incentive for each calendar year in office by providing documentation of 40 hours of approved training.

### Reports and Forms

Below are reports and forms that officials participating in the County Elected Officials Training Program will utilize. To view the corresponding report or forms click the heading of each section.

[County Elected Officials Training Program Participation Form](#) (Adobe 122 KB)

Elected or appointed officials who wish to participate in the County Elected Officials Training Program will need to complete and submit the County Elected Officials Training Program Participation Form before they will be included in the program. Newly elected or appointed officials who wish to participate in the County officials training program will need to complete this form and submit it to our office in order to be enrolled in the training incentive program.

[Individual Training Records](#)

By clicking the link above, program participants may view their individual training record online by entering their name, county, office or any combination thereof.

[Training Approval Request Form](#) (Adobe 132 KB)

For training events not listed in the Upcoming Approved Training Events, approval may be requested by completing and submitting the Training Approval Request Form, along with a detailed event agenda listing all training times and indicating any breaks and meals during the training event. To complete this form click the link in the heading listed above this section.

For questions concerning the County Elected Officials Training Program please contact [Scott Sharp](#), Training Coordinator.

### Contact Information Form

**Note to County Treasurers:** Please fill out the [Officials Form](#) and submit to DLG by emailing to [Scott.Sharp@ky.gov](mailto:Scott.Sharp@ky.gov) or faxing to (502) 573-3712. This form helps DLG maintain up-to-date contact information for local officials.

### Important: Incentive Notice

[Under the carryover provisions of this program, many persons now qualify for their annual incentive at the first of the year. Due to the time requirements involved in the process of calculating the new year's incentive value and the generating of these incentive letters, the issuance of the letters will not take place until mid-February of the new year. Our staff works to complete this process as quickly as possible.](#)





Enter Last Name  
-OR- County  
and then click  
"Submit"



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OFFICE OF THE GOVERNOR

## DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY

### Search for an Official

To search again, click [here](#)

First Name:

City:

Job Title:

Last Name:

County: **Oldham**

If your status is "NP" (non-participant) and you would like to participate, please fill out a [Participation Form](#) (Adobe - 123KB).

Status	Name	County	Job Title	
810	Barr, Julia K.	Oldham	County Clerk	<a href="#">VIEW</a>
810	Dye, Bob	Oldham	Magistrate	<a href="#">VIEW</a>
810	Eldridge, Kevin	Oldham	Magistrate	<a href="#">VIEW</a>
810	Greenwell, Steve	Oldham	Magistrate	<a href="#">VIEW</a>
810	Leslie, Robert F.	Oldham	Magistrate	<a href="#">VIEW</a>
810	Likins, Brent	Oldham	Magistrate	<a href="#">VIEW</a>
810	Logsdon, Michael	Oldham	Magistrate	<a href="#">VIEW</a>
810	Simpson, Michael	Oldham	Jailer	<a href="#">VIEW</a>
810	Sparks, J.D.	Oldham	Magistrate	<a href="#">VIEW</a>
810	Sparrow, Steven Wayne	Oldham	Sheriff	<a href="#">VIEW</a>
810	Theiss, Robert Wayne	Oldham	Magistrate	<a href="#">VIEW</a>
810	Voegelé, David	Oldham	Judge/Executive	<a href="#">VIEW</a>

To see your  
record click on  
"VIEW"



#### Contact Information

Department for Local  
Government  
1024 Capital Center  
Drive, Suite 340  
Frankfort, KY 40601

#### Phone

(502) 573-2382

#### Toll Free

(800) 346-5606

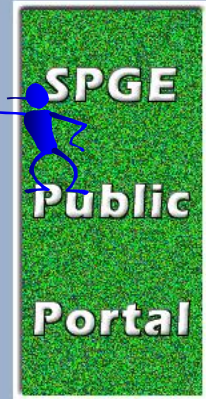
#### TDD

(800) 648-6056

#### FAX

(502) 573-2939

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OFFICE OF THE GOVERNOR

## DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY

### Michael Simpson, Participant

**Name:** Michael Simpson  
**Job Title:** Jailer  
**County:** Oldham  
**Address1:** Oldham County Jail  
**Address2:** 102 West Main Street  
**City, State, Zip:** LaGrange, KY 40031

**Salutation:** Mr.  
**District:**  
**Category:** Participant  
**eMail:** msimpson@oldhamcounty.net  
**Phone:** (502) 222-3500  
**Fax:** 502-222-3510

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To view your training record, click here: [Summary of Training Hours Report](#)

#### Classes Completed

Start Date	Course	
11/12/2014	2014 Health Emergency Preparedness: Ebola	<a href="#">LOOKUP</a>
11/05/2014	Test Course (Administrative)	<a href="#">LOOKUP</a>
09/18/2014	2014 County Jails: State Regulations and Effects on the County Budget	<a href="#">LOOKUP</a>
08/27/2014	2014 Governor's Local Issues Conference	<a href="#">LOOKUP</a>
06/23/2014	2014 KY Jailers Association Jail Improvement Conference	<a href="#">LOOKUP</a>
01/22/2014	Completion of Training Unit for Calendar Year 2014 Recorded (977.43)	<a href="#">LOOKUP</a>
01/06/2014	DLG Administrative Entry (New Year)	<a href="#">LOOKUP</a>
	2013 PREA - Regional Training;	

#### Relevant Upcoming Classes

Start Date	Course	
12/01/2014	2014 New Jailers Training	<a href="#">LOOKUP</a>
12/02/2014	2014 KJA Fall Conference	<a href="#">LOOKUP</a>
12/10/2014	2014 Parliamentary Procedure Session #2	<a href="#">LOOKUP</a>
12/10/2014	2014 Newly Elected Official Training	<a href="#">LOOKUP</a>



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OFFICE OF THE GOVERNOR

## DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY

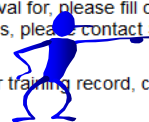
### Michael Simpson, Participant

**Name:** Michael Simpson  
**Job Title:** Jailer  
**County:** Oldham  
**Address1:** Oldham County Jail  
**Address2:** 102 West Main Street  
**City, State, Zip:** LaGrange, KY 40031

**Salutation:** Mr.  
**District:**  
**Category:** Participant  
**eMail:** msimpson@oldhamcounty.net  
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To view your training record, click here: [Summary of Training Hours Report](#)



**To see your  
training record  
click here**

#### Classes Completed

Start Date	Course	
11/12/2014	2014 Health Emergency Preparedness: Ebola	<a href="#">LOOKUP</a>
11/05/2014	Test Course (Administrative)	<a href="#">LOOKUP</a>
	2014 County Jails: State	
09/18/2014	Regulations and Effects on the County Budget	<a href="#">LOOKUP</a>
08/27/2014	2014 Governor's Local Issues Conference	<a href="#">LOOKUP</a>
06/23/2014	2014 KY Jailers Association Jail Improvement Conference	<a href="#">LOOKUP</a>
01/22/2014	Completion of Training Unit for Calendar Year 2014 Recorded (977.43)	<a href="#">LOOKUP</a>
01/06/2014	DLG Administrative Entry (New Year)	<a href="#">LOOKUP</a>
	2013 PREA - Regional Training;	

#### Relevant Upcoming Classes

Start Date	Course	
12/01/2014	2014 New Jailers Training	<a href="#">LOOKUP</a>
12/02/2014	2014 KJA Fall Conference	<a href="#">LOOKUP</a>
12/10/2014	2014 Parliamentary Procedure Session #2	<a href="#">LOOKUP</a>
12/10/2014	2014 Newly Elected Official Training	<a href="#">LOOKUP</a>



#### Contact Information

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(800) 648-6056  
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(502) 573-2939

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# Training Record Transcript



Department for Local Government  
1024 Capital Center Drive, Suite 340  
Frankfort, KY 40601  
(800) 346-5606

## County Elected Officials Training Incentive Program Summary of Training Hours and Units Completed

Michael Simpson

Oldham County

Jailer

### 2014

<u>TRAINING EVENT</u>	<u>COMPLETION DATE</u>	<u>HOURS</u>
2014 Health Emergency Preparedness: Ebola	11/12/2014	3.00
Test Course (Administrative)	11/05/2014	0.00
2014 County Jails: State Regulations and Effects on the County Budget	09/18/2014	6.50
2014 Governor's Local Issues Conference	08/29/2014	5.50
2014 KY Jailers Association Jail Improvement Conference	06/26/2014	19.00
Completion of Training Unit for Calendar Year 2014 Recorded (977.43)	01/22/2014	0.00
DLG Administrative Entry (New Year)	01/06/2014	0.00
<b>TOTAL FOR YEAR 2014</b>		<b>34.00</b>

### 2013

<u>TRAINING EVENT</u>	<u>COMPLETION DATE</u>	<u>HOURS</u>
2013 PREA - Regional Training: Standard Employee Training - Train the Trainer	12/10/2013	7.25
2013 KACo Conference	11/22/2013	11.00
2013 KJA Fall Jail Improvement Conference	10/24/2013	16.00
2013 KJA Jail Improvement Conference	06/06/2013	21.00
2013 KACo Board Orientation	03/21/2013	3.00
Completion of Training Unit for Calendar Year 2013 Recorded (962.99)	01/18/2013	0.00
DLG Administrative Entry (New Year)	01/02/2013	0.00
<b>TOTAL FOR YEAR 2013</b>		<b>58.25</b>

### 2012

<u>TRAINING EVENT</u>	<u>COMPLETION DATE</u>	<u>HOURS</u>
2012 KACo Conference	11/30/2012	4.50
2012 KY Jailers Association Fall Conference	10/25/2012	16.00
2012 Governor's Local Issues Conference	08/15/2012	6.00
2012 KJA Jail Improvement Conference	06/28/2012	21.00
Completion of Training Unit for Calendar Year 2012 Recorded (946.89)	05/07/2012	0.00
2012 CPR/AED Training	04/23/2012	2.50
2012 Class D Supervisor Training	02/02/2012	2.50
DLG Administrative Entry (New Year)	01/01/2012	0.00

DLG-FMA-T01

11/26/2014



# Training Record Transcript

	HOURS EARNED	HOURS CREDITED FROM PRIOR YEAR	UNIT COMPLETED	HOURS NEEDED TO COMPLETE UNIT
Calendar year 1999	47.50	0.00	Yes	0.00
Calendar year 2000	55.50	7.50	Yes	0.00
Calendar year 2001	56.00	23.00	Yes	0.00
Calendar year 2002	34.00	39.00	Yes	0.00
Calendar year 2003	56.75	33.00	Yes	0.00
Calendar year 2004	41.50	40.00	Yes	0.00
Calendar year 2005	34.00	40.00	Yes	0.00
Calendar year 2006	40.50	34.00	Yes	0.00
Calendar year 2007	61.75	34.50	Yes	0.00
Calendar year 2008	55.00	40.00	Yes	0.00
Calendar year 2009	31.00	40.00	Yes	0.00
Calendar year 2010	47.00	31.00	Yes	0.00
Calendar year 2011	38.50	38.00	Yes	0.00
Calendar year 2012	52.50	36.50	Yes	0.00
Calendar year 2013	58.25	40.00	Yes	0.00
Calendar year 2014	34.00	40.00	Yes	0.00

This summary is provided for informational purposes and does not constitute authorization for payment.

Please take note of the following changes to the training incentive program per KRS 64.5275 and 109 KAR 2:020:

- 1) Failure to complete a 40 hour training unit during calendar year 2002 or any subsequent year will result in the loss of all units
- 2) A maximum of 40 hours may be carried from the prior calendar year for credit toward the current year's 40 hour unit.
- 3) Proof of attendance must be provided to DLG within 60 days following the completion of a training event.

Updated information on training hours can be obtained at the DLG website <https://kylgweb.ky.gov>. Items available at the site include the training approval request application form, available for downloading as well as the upcoming events report.

# Registering for Training Events



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Spirit of Kentucky  
Award

Endow Kentucky

Energy Efficiency &  
Conservation

County Officials  
Training Program



**Important  
Announcement**

OFFICE OF THE GOVERNOR

DEPARTMENT FOR LOCAL GOVERNMENT

COMMONWEALTH OF KENTUCKY

## Michael Simpson, Participant

**Name:** Michael Simpson  
**Salutation:** Mr.  
**Job Title:** Jailer  
**District:**  
**County:** Oldham  
**Category:** Participant  
**Address1:** Oldham County Jail  
**eMail:** msimpson@oldhamcounty.net  
**Address2:** 102 West Main Street  
**Phone:** (502) 222-3500  
**City, State, Zip:** LaGrange, KY 40031  
**Fax:** 502-222-3510

If this data is incorrect or out of date, please fill out and submit an [Updated Information](#) form (Adobe - 122KB). If there is a training event not listed in the Relevant Upcoming Classes column that you would like to request approval for, please fill out and submit a [Training Approval Request](#) form (Adobe - 154KB). For all other questions, please contact Scott Sharp at [scott.sharp@ky.gov](mailto:scott.sharp@ky.gov) or (800) 346-5606.

To view your training record, click here: [Summary of Training Hours Report](#)

### Classes Completed

Start Date	Course	
11/12/2014	2014 Health Emergency Preparedness: Ebola	<a href="#">LOOKUP</a>
11/05/2014	Test Course (Administrative)	<a href="#">LOOKUP</a>
09/18/2014	2014 County Jails: State Regulations and Effects on the County Budget	<a href="#">LOOKUP</a>
08/27/2014	2014 Governor's Local Issues Conference	<a href="#">LOOKUP</a>
06/23/2014	2014 KY Jailers Association Jail Improvement Conference	<a href="#">LOOKUP</a>
01/22/2014	Completion of Training Unit for Calendar Year 2014 Recorded (977.43)	<a href="#">LOOKUP</a>
01/06/2014	DLG Administrative Entry (New Year)	<a href="#">LOOKUP</a>
	2013 PREA - Regional Training;	

### Relevant Upcoming Classes

Start Date	Course	
12/01/2014	2014 New Jailers Training	<a href="#">LOOKUP</a>
12/02/2014	2014 KJA Fall Conference	<a href="#">LOOKUP</a>
12/10/2014	2014 Parliamentary Procedure Session #2	<a href="#">LOOKUP</a>
12/10/2014	2014 Newly Elected Official Training	<a href="#">LOOKUP</a>



### Contact Information

Department for Local  
Government  
1024 Capital Center  
Drive, Suite 340  
Frankfort, KY 40601

**Phone**  
(502) 573-2382  
**Toll Free**  
(800) 346-5606  
**TDD**  
(800) 648-6056  
**FAX**  
(502) 573-2939

[DIRECTIONS](#)



To view  
contact  
info for  
training  
events  
click  
["LOOKUP"](#)

# Registering for Training Events



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OFFICE OF THE GOVERNOR  
**DEPARTMENT FOR LOCAL GOVERNMENT**  
COMMONWEALTH OF KENTUCKY

## Course Information

**Course Name:** [2014 Newly Elected Official Training](#)  
**Vendor:** [KMCA \(KY Magistrates & Commissioners Association\)](#)  
**Number of Days:** 3  
**Training Hours:** 11.25  
**Contact Name:** [JC Young](#)  
**Contact Title:** [Executive Director](#)  
**Contact eMail:**  
**Fiscal Court:** ☒ **County Clerk:** ☒ **Max Enrollment:**  
**Registration Fee:** [\\$175.00](#)  
**Contact Agency:** [KMCA](#)  
**Contact Phone:** [502-223-5510](#)  
**Contact Website:** [www.kmca.net](#)  
**Sheriff:** ☒ **Jailer:** ☒

## Class Dates

Start Date	Number of Days	Location
12/10/2014	3	Galt House, Louisville, KY



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1024 Capital Center  
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Frankfort, KY 40601

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**FAX**  
(502) 573-2939

[DIRECTIONS](#)

**SPGE**  
**Public**  
**Portal**

# How to get a Training Event Approved

If a training event is not listed on your “Relevant Upcoming Classes List” it could be because DLG is not aware of the training. To get the training approved in this program we will need the “Training Hour Approval Request Form” filled out and submitted to our office along with the “Detailed Agenda” for the training event.

# Training Approval Request Form

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Endow Kentucky

## County Officials Training Program

Kentucky's training incentive program for elected county officials began with the enactment of House Bill 810 (KRS 64.5275), effective in January 1999. The program offers county judge-executives, fiscal court members, clerks, sheriffs and jailers an annual financial incentive to participate in continuing training relevant to their official duties.

Training is offered by a variety of agencies, professional associations, and private vendors. DLG enrolls officials in the program, pre-approves training events, records individual attendance for credit, and authorizes incentive payments. Participating officials may earn one incentive for each calendar year in office by providing documentation of 40 hours of approved training.

### Reports and Forms

Below are reports and forms that officials participating in the County Elected Officials Training Program will utilize. To view the corresponding report or forms click the heading of each section.

#### [County Elected Officials Training Program Participation Form](#) (Adobe 122 KB)

Elected or appointed officials who wish to participate in the County Elected Officials Training Program will need to complete and submit the County Elected Officials Training Program Participation Form before they will be included in the program. Newly elected or appointed officials who wish to participate in the County officials training program will need to complete this form and submit it to our office in order to be enrolled in the training incentive program.

#### [Individual Training Records](#)

By clicking the link above, program participants may view their individual training record online by entering their name, county, office or any combination thereof.

#### [Training Approval Request Form](#) (Adobe 132 KB)

For training events not listed in the Upcoming Approved Training Events, approval may be requested by completing and submitting the Training Approval Request Form, along with a detailed event agenda listing all training times and indicating any breaks and meals during the training event. To complete this form click the link in the heading listed above this section.

For questions concerning the County Elected Officials Training Program please contact  
[Scott Sharp](#), Training Coordinator.

### Contact Information Form

**Note to County Treasurers:** Please fill out the [Officials Form](#) and submit to DLG by emailing to [Scott.Sharp@ky.gov](mailto:Scott.Sharp@ky.gov) or faxing to (502) 573-3712. This form helps DLG maintain up-to-date contact information for local officials.

### Important: Incentive Notice

Under the carryover provisions of this program, many persons now qualify for their annual incentive at the first of the year. Due to the time requirements involved in the process of calculating the new year's incentive value and the generating of these incentive letters, the issuance of the letters will not take place until mid-February of the new year. Our staff works to complete this process as quickly as possible.





# Training Approval Request Form

This PDF document contains forms. The filling of form fields is not supported.

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80%

Print Form

## Elected County Officials Training Incentive Program Training Approval Request Form

Training Approval Requested By: \_\_\_\_\_

Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Requester:** Please complete both pages of this form, attach a copy of the detailed agenda that lists the start and end times of all training sessions while also indicating any breaks that may be given and submit to:  
Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601  
Phone: 800-346-5605 Fax: 502-573-3712 E-mail: [scott.sharp@ky.gov](mailto:scott.sharp@ky.gov)

### Training Event Information

Training Title: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Training Intended For: ☐ *Fiscal Court* ☐ *County Clerk* ☐ *Sheriff* ☐ *Jailer* ☐ *All*

Registration Fees: ☐ *Yes: Dollar Amount:* \$ \_\_\_\_\_ ☐ *No*

Enrollment Limitations: ☐ *Yes: Maximum Enrollment:* # \_\_\_\_\_ ☐ *No*

Proof of Attendance: ☐ *Individual POA Form* ☐ *Sign-In/Out Sheets* ☐ *Individual Certificate*

Training Dates with Locations:

--

### FOR DLG USE ONLY

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

# Training Approval Request Form

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Page Fit

Print

## Elected County Officials Training Incentive Program Training Approval Request Form Page Two

Training Title: \_\_\_\_\_ Provider: \_\_\_\_\_

Has this training been specifically designed for Kentucky's elected county officials? ☐ Yes ☐ No

Describe the learning objectives and how the content pertains to improving job knowledge or skills.

List Trainers and their Titles/Qualifications (attach short Bio's if necessary):

Describe any training materials that will be provided to the trainees:

Is this training a requirement for County Officials? ( If Yes check applicable officials) ☐ Yes ☐ No

☐ Fiscal Court ☐ County Clerk ☐ Sheriff ☐ Jailor ☐ All

List corresponding KRS, KAR or other requiring entity:

Attach detailed agenda to email prior to sending

Print Form

Submit by Email

To submit  
electronically click  
here. Be sure to  
attach a detailed  
agenda



# Detailed Agenda Sample



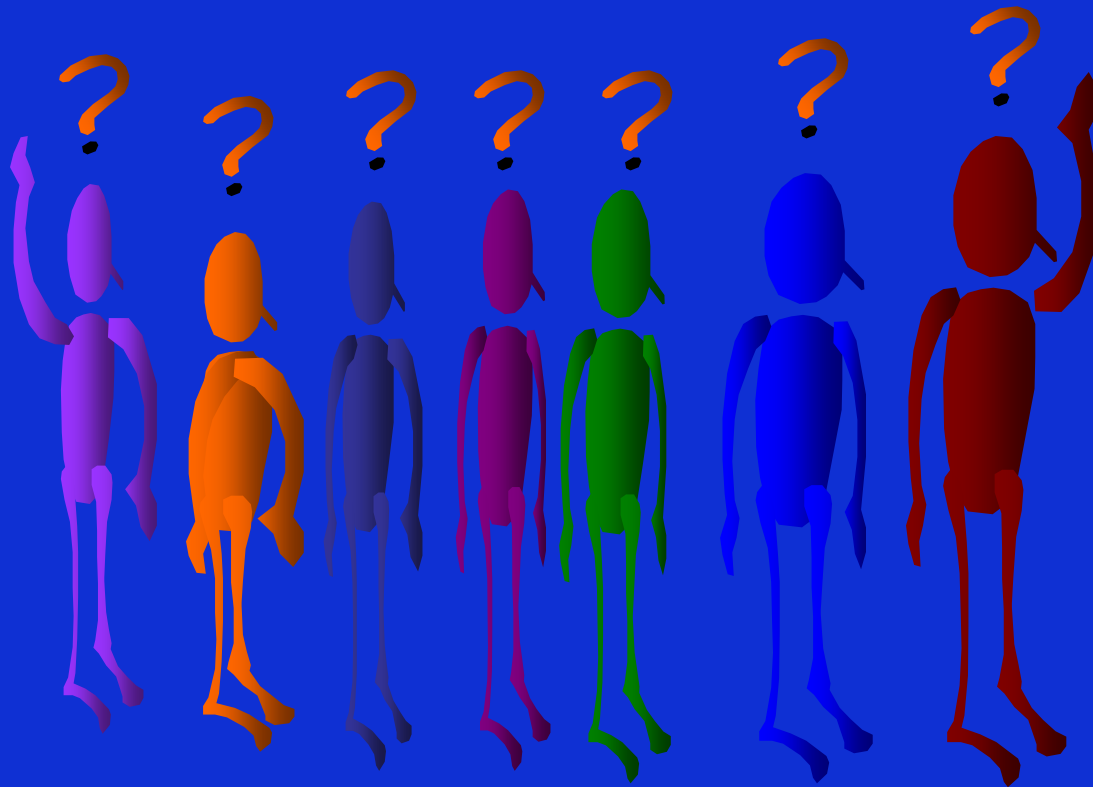
## Health Insurance 202 - Issues for Counties

8:30 AM – 9:00 AM	<b>Registration</b>
9:00 AM – 11:00 AM	<b>Healthcare Reform</b> Where are we today? A review of HealthCare Reform 2 years later.
11:00 AM – 12:00 PM	<b>Health Care Reform</b> How will it impact the individual and the employer?
12:00 PM – 12:30 PM	<b>Lunch (Provided)</b>
12:30 PM – 2:00 PM	<b>To Bid or Not to Bid...that is the question</b> A strategic discussion on bidding health insurance vs. selecting a broker using a Request for Qualifications (RFQ)
3:00 PM – 4:30 PM	<b>Wellness</b> Making a difference in the health of your employees?
4:00 PM – 5:00 PM	<b>Questions/Comments</b>

Presenters:  
Kelly Harding Employee Benefit Consultant  
Peel & Holland Financial Services



# Common Training Questions



# I Carried 40 hours into the New Year When Will I Get My Incentive Letter?

With the Carryover Provision several officials that are continuing in the service of their office are eligible for their incentive as soon as the new year arrives. Before DLG can issue any incentives we have to:

1. Receive the CPI information from the US Department of Labor, Bureau of Labor Statistics (typically in the last part of January).
2. Use the CPI information to calculate the new years salary levels and incentive values.
3. Check the training system to make sure that it is functioning properly and prepare all the incentive letters to go out (letters are typically received in early to mid February).

# I Have Completed My 40 Hours but Haven't Received My Incentive Letter

- Are you signed up to participate in the training program? When looking up officials on our website if there is a “NP” by an officials status then they are not signed up to participate in the program. To participate fill out the participation form that was covered earlier in this program.
- Have you turned in all of your Proof of Attendance (POA) Documentation? Your State Associations (KCJEA, KMCA, KCCA, KSA, KJA, & KACo) are very good about turning your completions in for you. **However, most training entities do not forward this information to DLG.** If you have your POA you can scan and e-mail it to [scott.sharp@ky.gov](mailto:scott.sharp@ky.gov), or fax it to 502-573-3712.
- Sometimes the association conducting the training has to document your attendance in their system before they forward that information on to DLG. It is not uncommon for DLG to receive attendance documentation anywhere from three to six weeks after a training event has occurred.
- Incentive letters are not automatically generated upon the completion of an incentive unit. DLG periodically runs reports that let us know which officials have recently completed their training requirement. **(on average letters are generated more than once a month).**

# The Training Event Didn't Have A Certificate, Sign-in Sheet or a Proof of Attendance Form

This mostly happens with out of state training events. In the event that you attend a training event that does not provide the attendee's with some type of proof of attendance (POA), simply:

- Keep your agenda and “initial” by each session that you attended.
- Write a letter on your office letterhead stating that you attended the training event listing its: name, date, and location and that you would like for the sessions initialed on your agenda to be considered for training credit.
- Submit the initialed agenda and letter to DLG and we will use it as your proof of attendance for the event.

# **I Can't Find My Training ID Card and Can't Remember My Training Number**

In the old training system “Training Identification Numbers” were created and used to allow official’s access to their training record information. With the implementation of the new training system ID numbers are no longer needed to gain access. Therefore, DLG will no longer be issuing training identification numbers.

# Other Training Questions

If you have any question about the County Elected Officials Training Program please contact Scott Sharp at:

- Phone: 1-800-346-5606
- Fax: 502-573-3712
- E-mail: [scott.sharp@ky.gov](mailto:scott.sharp@ky.gov)

# Cities and Special Districts



# Staff

- Dianne Andrews – Deputy Chief of Staff
- Linda Lilly – Local Government Advisor
- Tammy Vernon - Local Government Advisor
- Lori Wilson - Local Government Advisor



# Cities

- City Official Update Form
- Financial Documents
  - Audit
  - Uniform Financial Information Report
- Ethics Ordinances
- Technical Assistance

# Special Purpose Governmental Entity

- Financial Documents
  - Budget
  - Audit
- Uniform Financial Information Report
- Registration - District Information
- Ethics Ordinance
- Technical Assistance
- Public Portal - <http://kydlgweb.ky.gov/>